Loughborough College Group
Job Description

1. Job Details

Job Title:	Lecturer in Carpentry & Joinery – Stephenson College
Department:	Construction & Trade Services
Reporting To:	Curriculum Quality Lead
Hay Grade:	G3/4
Salary:	£37,450 - £43,280 per annum
Date of Job Evaluation:	October 2025
Date:	November 2026

2. Job Purpose

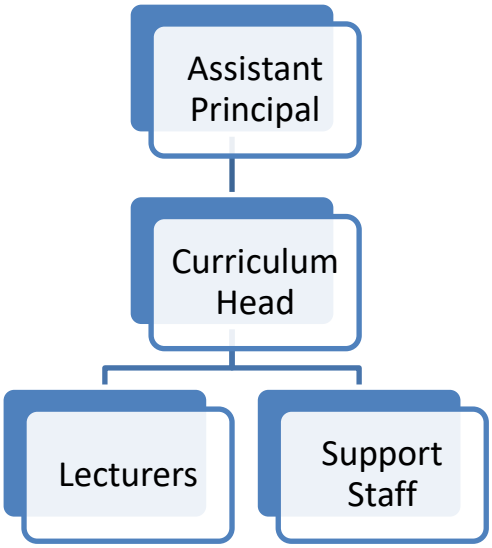
As a Carpentry & Joinery Lecturer, you'll deliver high-quality teaching and support to learners across a range of programmes, helping them develop practical skills and achieve their qualifications.

You'll plan and deliver lessons, create learning materials, assess student progress, and work closely with employers and support teams to ensure each learner succeeds. You'll also contribute to course development, maintain quality standards, and play a key role in shaping the future of the construction workforce.

3. Dimensions

Not applicable.

4. Organisation chart



Name:	Job description Template	Owner:	HR
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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- Support learners through their programme and the specific qualification aims within.
- Write schemes of work and lesson and review plans.
- To devise and implement a learning and assessment plan for each individual learner.
- To devise and produce materials for use by learners
- To manage the formal assessment process to include maintenance of all assessment records
- Be flexible in the delivery of education and training
- Ensure completion of portfolios, coursework, own work and all other programme related student outputs within the scheduled scheme
- Liaise with all stakeholders (internal and external) to deliver programme
- For work-based delivery aspects of a programme carry out reviews in a timely fashion, which include liaising with employers, incorporating functional skills, making additional learning support arrangements and carry out overall assessment plans.
- To manage learning programmes and act a Course Leader as required.
- Maintain confidentiality rules in respect of the learner and their workplace.

- To ensure quality assurance systems comply with internal and external standards specifically in relation to external verification, internal verification, review and evaluation and self-assessment.
- Liaise with Student Support Services, College Information Systems, Employer Liaison Team, ALS and SEND Team as appropriate to the needs of learners.

Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Lead on the planning, preparation, delivery and assessment of effective learning programmes.	To ensure students achieve.
Create and apply effective differentiation and stretch and challenge techniques.	To ensure students are on track to achieve their target grades.
Lead on development of assessments/assessment strategies and give high-quality feedback.	To ensure students can meet their targets and progress.
To participate in moderation and internal verification.	To ensure awarding organisation criteria are met and academic standards maintained.
Participate in and deliver staff development opportunities.	To ensure teaching and learning is up to date and maintained to the highest standards.
To play a key role in quality assurance and quality improvement.	To ensure awarding organisation requirements and college KPIs are met.

8. Key Working Relationships and Communications

Internal: Students, colleagues.

External: Third party contractors, parents, key stakeholders.

9. Scope for Impact

Not Applicable

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a Level 4 Certificate in Education and Training or be willing to work towards	•		Application/ Interview
2.	Possess a Level 3 NVQ or equivalent in a relevant subject	•		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
4.	Possess a A1 or equivalent assessor qualification.		•	Application/ Certificates
5.	Possess a V1 or equivalent verifier qualification		•	Application/ Certificates
6.	Be Level 4 qualification or equivalent in relevant area.		•	Application/ Certificates
EXPERIENCE				
7.	Competent to minimum industrial standards required to perform the area of teaching	•		Application/ Interview
8.	Previous experience preparing for and presenting to an audience	•		Application/ Interview
9.	Have up to date knowledge of the subject/vocational area	•		Application/ Interview
10.	Have recent experience of working in the industry	•		Application/ Interview
11.	Experience of promoting positive learner behaviour		•	Interview
SKILLS & KNOWLEDGE				
12.	Ability to inspire, motivate and raise the aspirations of learners	•		Interview
13.	Good interpersonal skills, able to work well with a range of people and be able to respond clearly and flexibly to different work tasks	•		Interview
14.	Able to work independently and within a team contributing to the development of teaching, learning and assessment	•		Interview
15.	Utilises effective methods of assessment and feedback to support achievement	•		Interview
16.	Effective time management skills and be able to work to deadlines	•		Interview
17.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
18.	Ability to travel for business purposes	•		Interview
19.	Promote the College's equal opportunities policy and practices	•		Interview
20.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the college. This is expected of you in the post mentioned above and all other posts within the College Group.

3. This job description and person specification was prepared in November 2026 and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		**Date**	